

Environment, Safety & Health Division

**Student Information
Summer 2001**

Welcome Students

**The Environment, Safety, and Health Division is
pleased to have you join us in the work of the
Los Alamos National Laboratory.**

**We look forward to the opportunity to teach you,
to learn from you, and to provide work activities
and tools that help you with your professional
development.**

Denny Erickson

ESH Division Director

May 2001

Los Alamos

National Laboratory

2001 Scheduled Activities

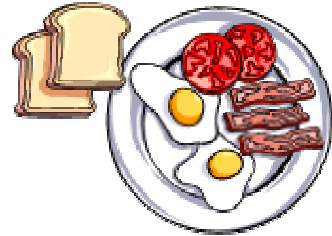
Breakfast with Denny (June 4)

8:00 - 10:00 AM

Otowi Cafeteria Siderooms

Meet the ESH Division Director

Participate in informal discussions of interest to you,
and enjoy a delicious breakfast.



Brown Bag Tours

June - Archeology & Biology at LANL- ESH-20

July - Tour at TA-49

August - To be announced



Division Picnic

July 25, Urban Park



Student Exit Report (August 14)

ESH-DO Conference Room, TA-59

Contact Information

ESH Student Advisor and Alternate Advisors

- Virginia Rey (Gina), Student Advisor
vrey@lanl.gov, 665-8769
- Rosa Zárate, Alternate Advisor
rzarate@lanl.gov, 665-5062
- Tim Haarmann, Alternate Advisor
haarmannt@lanl.gov, 667-5019



Student Advisory Board (SAB)

- Charles Hathcock, ESH-20, Chair
hathcock@lanl.gov, 665-8424
- Karen Brown, ESH-10, Student Advisory Member
kebrowne@lanl.gov, 665-9397
- Julie Hill, ESH-20, Student Advisory Member
hillj@lanl.gov, 667-0730

Peer Advisor

- Susan Rupp, ESH-20
rupp@lanl.gov, 665-8963

Student Resources on the Web

Student Employment Program Information

<http://www.HR.lanl.gov/Students/>

LANL Student Association - <http://www.lanlstudents.org>

ESH Student - <http://www.esh.lanl.gov/~eshdo/students/index.html>

Life@Lanl - <http://www.hr.lanl.gov/EmploymentResources>

Send your questions or concerns to: esh-advisors@lanl.gov

Student Exit Report Requirements

As part of your work assignment, ESH Division asks that you share your summer experience with us. Please ensure that you take the time to complete one of the following:



Present a ten-minute oral presentation to division management that includes:

- your expectations about the job before you started,
 - a description of the work you did this summer,
 - steps you took to ensure your experience was of value to you,
 - steps your division mentor or manager took to ensure the value of your experience,
 - specific items valuable to you in your work experience,
 - improvements you can recommend relative to your experience,
- and
- what you found in your job that you can apply toward your own professional development and future goals.

OR

- Write a three-to-five page summary paper that covers the same items as listed under the ten-minute oral presentation.

Turn your paper in to your ESH Division advisor at the end of your work experience. (We recommend this option if your schedule precludes making a presentation.)

Student Exit Report Requirements

Cont'd

OR

Keep a weekly journal that you turn in once a month to your advisor.

Make sure the journal:

- describes the tasks associated with your job,
 - tells how you think you can use the tasks you've done to help you in future jobs,
- and*

gives specific suggestions on how we can improve the ESH Division student work experience.

(We recommend this option if your work schedule precludes your making a presentation or if you decide you would rather not write a summary paper.)



Required Courses

The courses are required of all workers at LANL

Security classes are available on the web at
<http://www.lanl.gov/labview/training/training.html>

| Course # | Course Title |
|----------|--------------|
|----------|--------------|

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|-------|--|
| 15503 | <u>General Employee Training (GET)</u> |
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Required for new workers who will be on-site for more than 10 workdays in a 12 month period, and for all workers whose job assignments require unescorted access to nuclear facilities and/or radiological controlled areas.

Get exam is required for the second population described above.

| | |
|------|---|
| 9369 | <u>Initial Computer Security Briefing</u> |
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Required once for all computer users at LANL

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| 16567 | <u>Annual Computer Security Awareness</u> |
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Required each year for all computer users at LANL

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| 12890 | <u>Technical Surveillance Countermeasures (TSCM) Briefing</u> |
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Required each year for all badge holders

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|------|----------------------------------|
| 1425 | <u>Annual Security Refresher</u> |
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Required each year for all badge holders

**Note: Course # 1425 meets the annual training requirements for Computer Security Annual Refresher (#16567) and Technical Surveillance Countermeasures (#12890). Credit is given to trainee for all three training requirements.*

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| 18642 | <u>Security Immersion: Protecting Information in the Cyberage</u> |
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Available on RealVideo & VideoTape

Required once of all new LANL employees or workers who did not otherwise attend the June 1999 Stand-Down.

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| 7863 | <u>Substance Abuse Awareness Program for Employees</u> |
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Required once for all employees and contractors.

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| 21208 | <u>Export Control Fundamentals (Required Beginning 1/08/01)</u> |
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Required each year for all UC employees



Please check your training plan before the end of the summer for upcoming expired courses and update any required training before you leave.

For questions regarding required training, contact Rosa Zárate, ESH Division Designated Training Generalist (DTG). She can be reached at: 665-5062 or rzarate@lanl.gov.

6/11/2001